

Travel & Expense Account Summary

Employee Name Therese DELGADILLO
Expense Dates 02/17/10-02/18/10
Report Name 9001--February 2010

Request Total \$ 544.24
Direct Charge Total - 346.38
Travel Advances - 0.00
Net Due Employee = **197.86**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	February 17-18	544.24

NOTE: (d)=Direct Charge

DATE	Wed Feb 17	Thu Feb 18								TOTAL
Commercial Air Fare (d)	253.40									253.40
Auto Rental (d)	92.98									92.98
Lodging	107.86									107.86
Parking, Auto	30.00									30.00
Breakfast	6.00	6.00								12.00
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Mileage, Personal Auto	5.00	5.00								10.00
TOTALS \$	523.24	21.00								544.24